



LAND SUBDIVISION COMMITTEE MEETING MINUTES June 5, 2014

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom, Vice-Chairman	Steve Keenan
Mike Johnson	Norm Sims
Matt McLaughlin	
Elliott McKinley	Others
Brian Wright	Steve Walker
Lori Williams	John Raynolds
Cyndi Knowles	Steve Stewart
Paul O'Shea	John Harris
Kenneth Springs	Dan Mlacnik and IDOT employee
	2 Calvary representatives
	Tim Landis

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the May 8, 2014 Land Subdivision Committee meeting minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

- **ACTION ITEMS**

See attached. Agenda Item # 2 (Springfield Technology Park) was withdrawn.

- **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. There was no new business.

- **ADJOURNMENT**

Kenneth Springs made a motion, seconded by Lori Williams, to adjourn the meeting. The meeting adjourned at 1:57 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 1993-01

CENSUS TRACT # 36.04

NAME OF SUBDIVISION: Cobblestone Estates – Preliminary Plan

JURISDICTION: City

DATE OF MEETING: June 5, 2014

OWNER: Courtney K. Joyner

ENGINEER: Martin Engineering

DESCRIPTION: Pt. E ½, Sec. 11, T15N, R6W – Northeast corner of Archer Elevator Road and Yucan Drive

31.97 **Acres** 25 **Lots**

MOTION TO RECOMMEND: Approve, Subject To

BY: Lori Williams

2ND BY: Kenneth Springs

VOTE: Unanimous

Steve Walker presented the preliminary plan. He said the applicant wishes to divide one lot into two lots in Phase 25 near Archer Elevator Road and Yucan Drive, across from McDonald's.

Joe Zeibert, Regional Planning Commission, said the applicant shall label the right of way [ROW] widths. He asked if the applicant will utilize the same access easement documentation as provided with an earlier submission. Walker replied yes. Zeibert said the applicant shall add the recorded document number for the easement. He said for Phase 26, the applicant shall show the water line connection across Meadowbrook. Zeibert said according to the Springfield Area Transportation Study [SATS] bicycle and pedestrian plan adopted by the City of Springfield bicycle accommodations are needed along Archer Elevator Road and Iles Avenue. He said the plan also says sidewalks are needed along Archer Elevator Road, Iles Avenue, and Meadowbrook Road. Zeibert said the applicant shall add the current owner's contact information. He asked if there should be any restrictions for Lot 2A if another access point is added onto Yucan Drive. Lori Williams, City Traffic Engineer, said they can only access off Yucan Drive, nothing off Archer Elevator Road. Zeibert said if another access point is added to Yucan, should it line up with the existing driveways. Nate Bottom, City Engineer, said any new access point will need to line up or meet the offset requirements in the subdivision ordinance. Zeibert said if Public Works wants a note to please inform the applicant of what it should say.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Kenneth Springs, citizen member, had no comments.

Paul O'Shea, Office of Planning and Economic Development, asked about the status of Phase 26 along Westgate Drive. Walker said everything east of the drainage ditch was existing and that Westgate Drive did not yet exist. O'Shea asked what the symbol that looks like a revision bubble is. Walker said they are existing trees. Zeibert said the applicant shall key in the existing trees. O'Shea asked about revisions to the pond. Walker said when the 25th Addition was done, the pond's size was increased. He said he concurs with the bike and sidewalk comments.

Matt McLaughlin, Springfield Zoning Administrator, said the applicant shall correct the zoning on the plan.

Lori Williams, City Traffic Engineer, said the applicant shall provide the owner/developer name, address, phone number, and contact person on Sheets 4 and 5. She said the applicant shall show the location and the width of the proposed street. Williams said the applicant shall show the location and the size of the water main and the sewer outlets on Sheets 4 and 5. She said regarding Lot 2A access can be off Yucan Drive and that the access will need to line up and it will need to be a shared access point. Williams said it will likely be between Lots 2A and 3. She said Lot 1 cannot have direct access off Yucan Drive or Archer Elevator Road. Williams said Lot 2 cannot have access off Archer Elevator Road. She said all access points will need to be off Yucan Drive and the access easement.

Nate Bottom, City Engineer, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Mike Johnson, CWLP-Water, said show the water main on the south side of Yucan as existing. He said the existing fire hydrants shall be shown. Johnson said a 10-inch water main extension will be required along the east side of Archer Elevator Road to get service to Lot 2. Johnson said additional short main extensions, road crossings, and fire hydrants may be required for each lot as the sites develop. Walker said the applicant has no plans on developing Lot 2 at this time. He said Lot 2 has frontage on Yucan and therefore has frontage for the existing water line on the other side of Yucan. Walker said the applicant anticipates a water main extension through Lots 1 and 2A. He said the size of the water main will require a hydrant. Walker said Lot 2 will need to be served with water. Johnson said the preferred location for a hydrant would be along Archer otherwise there will be a water main under pavement to serve the far lot. He said one of the lots will not have frontage on the water main outside the access easement. Johnson said this can be discussed as the lots develop, but the preferred location is on Archer Elevator Road.

Elliott McKinley, Springfield Park District, had no comments.

Humphrey asked if anyone is present from CWLP-Electric. There was no response.

Lori Williams made a motion to approve the preliminary plan, subject to:

- 1) Labeling the right of way [ROW] widths;
- 2) Adding the recorded document number for the easement;
- 3) Showing the water line connection across Meadowbrook;
- 4) Keying in the existing trees;
- 5) Correcting the zoning on the plan;

- 6) Providing the owner/developer name, address, phone number, and contact person on Sheets 4 and 5;
- 7) Showing the location and the width of the proposed street;
- 8) Showing the location and the size of the water main and the sewer outlets on Sheets 4 and 5;
- 9) Showing the existing water main along the south side of Yucan;
- 10) Showing the existing fire hydrants; and,
- 11) Showing a 10-inch water main extension down the east side of Archer Elevator Road.

Kenneth Springs seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

Joe Zeibert reminded the applicant that an email was sent to development engineers that in order to comply with the State Open Meetings Act plans for the Regional Planning Commission must be submitted by the **Friday before the RPC meeting at noon**. He said all the subject to's must be resolved or the plan will not be heard at the next RPC meeting.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2014-01
(Lg Sc)

CENSUS TRACT # 27

NAME OF SUBDIVISION:	Calvary Temple Christian Center Relocation – Large Scale Development Plan
JURISDICTION:	City
DATE OF MEETING:	June 5, 2014
OWNER:	Calvary Temple of Springfield
ENGINEER:	Martin Engineering
DESCRIPTION:	Pt. S ½, Sec. 16, T15N, R5W – North side of Hazel Dell Road, west of Second Street
	<u>85.31</u> Acres <u>2</u> Lots
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Nate Bottom
2ND BY:	Lori Williams
VOTE:	Unanimous

Steve Walker presented the large scale plan. He said the applicant is submitting the plan to construct a church on the west side of 2nd Street off Hazel Dell Road. Walker said there was previously a large scale plan approved for a sports complex at this site. He said the plan for the sports complex has been withdrawn. Walker said the applicant also has previously submitted a location sketch map and preliminary plan to construct a church on the east side of 2nd Street. He said he would like the Committee to address the comments. Walker said he made some revisions to the plan based on comments received and would like to hand out a sketch of a revised plan.

Joe Zeibert, Regional Planning Commission, said the Illinois Natural Heritage Database indicates the area may be a habitat for the endangered Lined Snake. He asked if CTCC Properties and Calvary Temple of Springfield were the same entity. Walker said one is a subsidiary of the other. He said he will clarify this on the cover sheet or in an email. Zeibert said the applicant shall add a perimeter sidewalk along Hazel Dell Road. He said the applicant shall add the owner/developer's contact person to the first page of the plans. Zeibert said the applicant shall submit a written acknowledgement of a plan to upgrade the roadways. He asked if a loading space would be required. Matt McLaughlin, Springfield Zoning Administrator, said no. Zeibert said according to the SATS bicycle and pedestrian plan adopted by the City of Springfield, a side path along Hazel Dell Road is recommended.

Gregg Humphrey, Springfield Metro Sanitary District, said sanitary sewer plans and permit forms shall be submitted. He said the owner must pay the South Park Pump Station

reimbursement fee prior to sewer plan approval. Humphrey said all easements necessary for construction of the sewers must be provided prior to approval. He said the existing sewers must be verified, televised and leak & deflection tested along with providing as-built plans.

Kenneth Springs, citizen member, had no comments.

Paul O'Shea, Office of Planning and Economic Development, asked why the site was tilted off-center from 90 degrees. Walker said he thought it has to do with visibility from the interstate and curbside appearance.

Matt McLaughlin, Springfield Zoning Administrator, said a zoning variance would be required for the cross since it will be 150 feet tall.

Lori Williams, City Traffic Engineer, said a traffic analysis is needed. She said the applicant shall provide a contact person for the owner/developer. Williams said a sidewalk shall be installed along the Hazel Dell right of way [ROW]. She said at least one interior connection should be provided. Williams said concrete entrances with sidewalk delineation shall be installed. She said the applicant shall delineate the landscape areas. Williams said the applicant shall ensure the plans are signed and sealed by a Professional Engineer [PE]. She said the applicant shall define what the cross-hatched area on Sheet LS2 is. Williams said the front yard setback for R-1 is 30 feet. She said the entrances shall intersect Hazel Dell at a 90 degree angle. Williams asked if the cross height will be 150 feet. Walker said the applicant is kicking around some different heights, but it will require a variance.

Walker said he wanted to discuss the 90 degree angle of the entrance. He said the applicant is trying to create a visual effect with the landscaped medians. Walker said the entrance is at a slight deflection from 90 degrees. He said since Hazel Dell is a dead end to the west, almost all the traffic will come from the east. Walker said there slight bend allows for an easier turn into the site. Williams said the increase of the easier turn also causes higher speeds going into the parking lot. She said the revised angle would slow the traffic down getting into the parking lot. Williams said there might be some wiggle room on the 90 degree angle of the entrance. She said it looked like it was pretty steep on the plans. Walker said he had softened up the turn quite a bit.

Nate Bottom, City Engineer, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Mike Johnson, CWLP-Water, said there is an existing 10-inch water main on Hazel Dell that dead ends approximately 500 feet west of Second Street. He said an approximate 1,000 foot water main will be required to get water to the proposed main entrance. Johnson reminded the applicant that Fire Safety will have to approve the location of any hydrants.

Elliott McKinley, Springfield Park District, had no comments.

Humphrey asked if anyone else wished to address the Committee on this matter. Zeibert asked if a traffic analysis would be required for this development. Walker said the applicant will submit a traffic analysis. He said the applicant will need to revise the traffic study to account for a church on the west side of Second Street. Bottom said a revised traffic analysis will be required. Zeibert asked if the Springfield Metro Sanitary District's [SMSD] requirements needed to be met with this phase. Humphrey said the requirements must be met before the plan can move forward. He said SMSD must be able to serve the site before the plan can go to Council.

Walker said he has a modified plan he would briefly like to address. He said the Church thought it would be better to bring the cross closer to the main parking lot. Walker said the applicant wants to bring the cross into the southwest corner of the existing parking lot and use the main parking lot to access the cross. He said when the applicant does this the west entrance seems to serve no purpose. Walker said the applicant has looked at eliminating the west entrance completely and he wants to discuss this revision with the Committee and see if there are any issues with the modifications. He said the revision would be shown on the traffic study. Williams asked how wide the entrances would be. Walker said they would be a 15-foot lane on either side of a median. He said this could be expanded if this will be a concern. Williams said Fire Safety might have a concern with not having two points of access for this large property. Zeibert said Fire Safety is not present at the meeting today. Bottom said the second point of access would be contingent upon the revised traffic analysis as well as any other road improvements. Zeibert asked if the revisions should hold up the project for a month. Bottom said the original traffic analysis for this project was more dense. He said the applicant's engineer is planning to submit an addendum to the original study. Walker said he could pass the modified plans out and there would be a few changes that were not discussed. He said the applicant is also adding a canopy to the front of the church. [A sketch of the plan was passed out.] Walker said the splash pad was also moved to the other side of the road. Humphrey asked when the changes were prepared, to which Walker replied yesterday. Humphrey said he feels that it is not right to have to look at something and then give an answer with it just being handed to you. Walker said this is why he is just requesting consideration. He said the next meeting is five weeks from now and he did not feel these were material changes. Humphrey said he would entertain whatever motion the Committee wishes to put forward, be it a motion to table, a motion to approve, or a motion to disapprove. Zeibert said it might take the Committee a little bit of time to review this since it was done yesterday. He said going from two to one access point seems like a pretty big change. Walker said we would request if we cannot get a motion on the drawing that was passed out, that there is a motion on the first submitted drawing with the subject tos as discussed. Humphrey said it is the Committee's decision on how to proceed. He asked for a motion. Humphrey said if there is no motion he believes the matter is remanded for another month.

Nate Bottom made a motion to approve the large scale plan. Humphrey asked which plan. Bottom said motion to approve subject to comments which included realigning the sidewalk along the ROW to change the configuration a little bit. He said Hazel Dell is a dead end road to the west. Bottom said the plan could be approved with one entrance and the modifications that were requested with the original plan. Humphrey said the motion is to approve with the modification passed out at this meeting, to which Bottom said yes along with the other subject tos and the traffic analysis. Bottom said if public safety needs dictate or the traffic analysis indicates a need for a second entrance, the applicant would be required to resubmit.

The motion to approve included the following subject tos:

- 1) Submitting a revised building and lot configuration for the church that is also accepted in the traffic study, i.e. the number of entrances;
- 2) Clarifying the relationship between CTCC and Calvary Temple of Springfield;
- 3) Adding a perimeter sidewalk along the Hazel Dell Road ROW;
- 4) Adding the owner/developer's contact person information to the first page;
- 5) Submitting a written acknowledgement of a plan to upgrade the roadways;
- 6) Submitting sanitary sewer forms and permits to SMSD satisfaction;
- 7) Paying the South Park Pump Station reimbursement fee to SMSD satisfaction;
- 8) Submitting all easements necessary for construction of the sewers to SMSD satisfaction;
- 9) Completing the verification, televising, leak & deflection testing and providing as-built plans for the existing sewers to SMSD satisfaction;

- 10) Submission and approval of a traffic analysis by the City;
- 11) Showing concrete entrances with sidewalk delineation;
- 12) Delineating the landscape areas;
- 13) Ensuring the plans are signed and sealed by a PE;
- 14) Defining the cross-hatched area on Sheet LS2; and,
- 15) Revising the entrances to intersect Hazel Dell at a 90 degree angle, or to some other angle satisfactory to the Office of Public Works.

Lori Williams seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2006-24

CENSUS TRACT # 38.01

NAME OF SUBDIVISION:	Carver Estates City Minor Subdivision – Final Plat
JURISDICTION:	City
DATE OF MEETING:	June 5, 2014
OWNER:	Wilma June Carver Catherine L. Powell , and David G. & Marilyn Carver
ENGINEER:	Raynolds, Higginbotham, & Associates
DESCRIPTION:	Pt W ½, E ½, SE ¼, Sec. 19, T16N, R4W – Carver Road south of Ridgely Road
	<u>7.198</u> Acres <u>3</u> Lots
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Brian Wright
2ND BY:	Cyndi Knowles
VOTE:	Passed with one no vote

John Raynolds presented the final plat. He said the plat had been approved by the Committee in the past, but there were issues with the sidewalk requirement which have now been resolved. Raynolds said the plat rearranges the property lines for estate considerations.

Joe Zeibert, Regional Planning Commission, said the applicant shall key in all symbols used, for instance, the drainage and utility easement and the access easement. He said the applicant shall key in the front 15-foot easement. Zeibert said the applicant shall show the existing utilities such as water. He said the applicant shall add a note about keeping the septic field free and clear from structures. The text is: "In order to allow free access to the private sewage disposal system for maintenance, servicing, or proper operation, the area reserved for a private sewage disposal system shall be maintained so that it is free from encroachment by: trees, driveways, accessory buildings, swimming pools, parking areas, buried lawn sprinkling systems, underground utility services, patios, slabs, additions to the original structure, or any other structure." Zeibert said the applicant shall dimension the septic fields.

Gregg Humphrey, Springfield Metro Sanitary District, said the Sanitary District objects to development without all public utilities in place.

Kenneth Springs, citizen member, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Matt McLaughlin, Springfield Zoning Administrator, had no comments.

Lori Williams, City Traffic Engineer, said the date of completion of the fieldwork shall be on the plat. She said the POC and the POB call on the plat does not match the description. Williams said the applicant shall label the POC and the POB as per the legal description. She said note 6 on the plat does not cover well water. Williams said soils analysis results shall be submitted, if a private system is used. She said the applicant shall submit an owner's written acknowledgement of the ROW conveyance in fee simple. Williams said the plat shall be signed and sealed by a professional land surveyor [PLS].

Nate Bottom, City Engineer, had no comments.

Brian Wright, Sangamon County Highway Department, said 25 feet of dedicated ROW was required in the past. He said the applicant shall identify the septic fields. Wright said the township opposes sidewalks at this location due to no logical termini.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Mike Johnson, CWLP-Water, had no comments.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright made a motion to approve the final plat, subject to:

- 1) Keying in all symbols used;
- 2) Keying in the front 15-foot easement;
- 3) Showing the existing utilities;
- 4) Adding a note about keeping the septic field free and clear from structures;
- 5) Dimensioning the septic fields;
- 6) Adding the date of completion of the fieldwork;
- 7) Labeling the POC and the POB as per the legal description;
- 8) Submitting soils analysis results, if a private system will be used;
- 9) Submitting an owner's written acknowledgement of the ROW in fee simple; and,
- 10) Adding the signature & seal of a PLS to the plat.

Cyndi Knowles seconded the motion and the motion passed with Gregg Humphrey voting no.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.